

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
REQUIREMENT FOR
JANITORIAL SERVICES
NORTH MYRTLE BEACH, SOUTH CAROLINA

1. GENERAL INFORMATION: This contract is for the Federal Aviation Administration (FAA) requirements for certain janitorial services required at its facilities located on and around the Grand Strand Airport, North Myrtle Beach, South Carolina.

The contractor is to furnish all labor, tools, equipment, cleaning supplies and material required to provide the services, indicated herein, in accordance with the schedules and specifications.

2. PRE-BID SITE VISIT: Prospective bidders wishing to visit the work site prior to bidding may do so by contacting the Contracting Officer's Representative (COR) at (843) 238-1850.

3. HOURS OF WORK: The janitorial requirement for the Air Traffic Control Tower Building, Airway Facilities System Management Office/Air Traffic Building must be completed between the hours of 8:00 a.m. and 9:00p.m.

4. STANDARDS: Supplies and materials furnished by the contractor must be rated good or better grade by the industry and/or trade and customarily used for that purpose. Cleaning supplies that have toxic/pungent fumes or highly flammable are prohibited. The Contractor will provide all paper towels, toilet paper, and trash bags.

All work shall be accomplished in a first-class, workmanlike manner according to the terms and specifications of this contract. Hasty and/or careless performance will not be acceptable and penalties as provided elsewhere will be enforced.

5. UTILITIES: The FAA will provide at no cost all electrical power, hot and cold water necessary to accomplish the work.

6. STORAGE: The FAA will provide a storage area of 9 sq. feet for the contractor's janitorial supplies and equipment. It shall be the contractor's responsibility to keep the designated storage space clean, neat and odor free. The FAA will revoke the storage privilege if the contractor fails to maintain the space in a neat and clean manner. The storage of highly flammable liquids/materials is expressly prohibited.

7. WORK SCHEDULE: The contractor will be required to prepare and provide for approval, a complete work schedule to accomplish all scheduled work under this contract to the local contracting officers representative. The work schedule must be provided within two weeks of the starting date for the contract.

8. SECURITY: The FAA requires strict security in some of the work areas. It shall be the contractor's responsibility to ensure all doors that have been unlocked by or for him shall be locked when leaving the area. The contractor may be required to sign in and out of the buildings.

9. ORIENTATION: The FAA will provide the contractor a one-time orientation of the facilities. It shall then be the contractor's responsibility to provide proper orientation for any employee who performs work under this contract. Missed work because of improper orientation is not acceptable.

10. HAZARDOUS SUBSTANCES: The contractor shall notify the facility manager prior to introducing any hazardous substances into the workplace. The contractor will provide the following information:

- a) The type of hazardous material
- b) Material Safety Data Sheets (MSDS) for all hazardous substances the contractor will use
- c) The method the contractor will use to inform the FAA of any precautionary measures that need to be taken to protect FAA employees.

11. WORK REQUIREMENTS: Work requirements for this contract are listed on the attached Schedules and Specifications. The frequency of the work required is indicated upon the schedules in accordance with the following symbolic chart:

SYMBOL	MEANING
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D7	Daily, seven days per week
DS	Daily, five days per week, Monday through Friday
D4	Daily, four days per week
D3	Daily, three days per week, Monday, Wednesday, Friday
2W	Twice weekly, usually Tuesday and Friday
W	Weekly, once per week
BW	BI-Weekly, every other week
W/M	Weekly and monthly requirements
M	Monthly, once per month
BM	BI-Monthly, every other month
Q	Quarterly, every third month
SA	Semi-Annual, every six months
A	Annual, once per year
N	No work required
	Not applicable, no work required

JANITORIAL SPECIFICATIONS

1. VACUUM CARPET: All exposed carpet shall be thoroughly cleaned with an industrial grade machine. Vacuum cleaning inside the TRACO and ATCT tower cab shall be done with the government provided vacuum system. Built-in bookcases, credenzas, cabinets and tables do not have to be moved for cleaning. However, the contractor shall keep the carpet areas in corners, along walls, around and under furniture free from dirt and dust build-up of appropriate attachments or other means.
2. CARPET CLEANING: Steam clean or dry clean all carpet using a suitable machine designed for this purpose. The carpet shall be vacuumed clean prior to applying any cleaning agents. Care shall be taken to prevent the carpet from becoming saturated. All furniture must be moved during this operation.
3. SWEEP FLOORS/STAIRS: All tile and/or concrete floors/stairs shall be swept clean in accordance with the schedule. Sweeping compound or properly treated dust mops are to be used to keep dust to a minimum. Corners and other areas that are not accessible to large brooms/mops will be cleaned by rag, brush or other suitable means.
4. MOP FLOOR: Floors shall be mopped with hot or warm water with detergent to remove dirt and grime from the floor and then mopped with clean water to rinse any remaining dirt or detergent film. When dry, the floor shall be clean and free of dirt and streaks. Splashing and/or splattering of dirty water and/or detergent on walls, furniture, fixtures or equipment is not permitted and must be removed.
5. MOP/BUFF TILE FLOOR: Clean, damp mop and power buff all floor surfaces. Heavy furniture does not have to be moved. Stubborn dirt and traffic marks must be removed with fine steel wool or suitable nylon pads. Supplies, equipment, and methods used must provide a clean and properly buffed surface.
6. MOP/WAX/BUFF TILE FLOOR: Clean and damp mop floor surface. Heavy furniture does not have to be moved. Remove stubborn dirt and traffic marks with fine steel wool or suitable nylon pads. **Apply** one heavy coat of non-slip (not self-polishing) floor wax and power buff to provide a clean and properly buffed surface. Care must be exercised in application of wax. Any wax splashed or splattered upon walls, furniture, fixtures or equipment must be removed.
7. MOP/STRIP/WAX/BUFF TILE FLOOR: Remove all existing wax from the floor with a suitable stripping agent and pads. Rinse the floor a minimum of two (2) times to remove all old wax and debris. When the floor is thoroughly clean and dry, apply a minimum of two (2) heavy coats of non-slip (not self-polishing) floor wax. Power buff to provide a clean and properly buffed surface. Any wax or

stripping agent splashed or splattered upon walls, furniture, fixtures or equipment must be removed. Heavy furniture does not have to be removed.

8. **CLEAN PLUMBING FIXTURES AND MIRRORS:** With a clean rag or sponge dipped in a solution of clean water, detergent and germicide clean all fixtures including wash basins, pipes, faucets, toilets and seats (top and bottom), dispensers, partitions and entrance doors. The wall area immediately adjacent to each item above must also be cleaned. Damp wipe all cleaned surfaces with clean water. Polish mirrors with a lint free soft cloth or paper towel. Clean each toilet bowl and urinal with cleaning solution and bowl brush.

9. **PAPER AND TRASH REMOVAL:** Empty all wastebaskets and trash containers in accordance with schedule. All containers shall be kept clean and odor free. Replace liners, wash and/or deodorize as required. Paper, trash, shipping cartons and packing materials shall be removed and deposited in the outside dumpster provided. Care shall be taken to prevent paper and/or trash from becoming windblown. The dumpster shall be closed after each use. Ash trays shall be emptied and damp wiped clean as part of this trash removal requirement. Replace trash can liners in large waste receptacles in tower cab daily. Paper recycling containers are positioned at each desk and computer workstation. These are to be emptied daily or when half full into larger container located in each large work area.

10. **SPOT CLEAN WALLS/PARTITIONS:** Walls and partitions are to be spot cleaned with warm water and commercial detergent to remove spots, smudges, fingerprints, grease and furniture marks. If spot cleaning results in a noticeable shading, the entire section must be cleaned. Care must be exercised to prevent drips and spills. This requirement includes only those areas that may be reached while standing on the floor.

11. **CLEAN FURNITURE:** Metal and plastic furniture surfaces are to be dusted and wiped clean of dirt, smudges and fingerprints using clean water and detergent. Wood surfaces are to be dusted and wiped clean with a suitable furniture polish. Cloth upholstery on furniture shall be thoroughly vacuumed and spot cleaned with upholstery cleaner.

12. **REPLENISH SOAP AND PAPER:** All soap, paper towel and toilet paper dispensers/holders are to be serviced and replenished in accordance with the schedule. Stock levels shall be maintained to assure adequate supplies until the next scheduled servicing.

13. **Cleaning LIGHT FIXTURE,** spot clean walls and ceilings (HIGH CLEANING): The upper portions of walls and partitions, light fixtures, ceiling and air vents are to be spot cleaned with warm water and detergent to remove spots, smudges, fingerprints, grease and soot. If spot cleaning results in noticeable shading, the entire section must be cleaned. Care must be exercised to prevent

drips and spills. A stepladder or appropriate stand is required to reach this cleaning requirement.

14. DUST: While standing on the floor, remove all dust from furniture, window sills and any other surface that may be reached. A vacuum cleaner or properly treated dust rags shall be used to prevent dust from becoming airborne. The dusting of office desks/furniture is required each time the office is visited. Papers or working material will not be disturbed during the dusting process. DUSTING OF ELECTRONICS EQUIPMENT IS NOT REQUIRED.

15. CLEAN GLASS WINDOWS . DOORS. WALLS: Clean inside and/or outside in accordance with schedule. Remove all foreign matter, dirt and scum. The method and materials used shall ensure that the surfaces are clean and free of film, streaks, stains and lint. Floors, walls, furniture and equipment shall be protected from spills, drips and stains during the cleaning process.

16. VENETIAN BLINDS: Clean all venetian blinds in accordance with the schedule. Dust and dirt must not be dislodged and allowed to become airborne during cleaning. Cords and/or bindings shall not be saturated with water or cleaning solutions.

17. BRIGHT METAL: Bright metal surfaces shall be cleaned with appropriate detergents and polished/buffed with a clean soft cloth. Application of some metal polish may be required on an infrequent basis to maintain the original luster.

18. POLICE: Police area around building entrances, pickup and dispose of paper and other trash. Sweep/clean as required to keep entrances neat and free of leaves, grass, spider webs, insect nests and other debris.

19. BREAK ROOM: Clean tables, chairs, stove, refrigerator, sink and trash containers with a clean cloth or sponge dampened with detergent. After cleaning, wipe all surfaces with clean cloth and clean water. Replace trash container liners on each visit and deodorize container.

20. SUNSHADES: The cleaning of sunshades installed in the ATCT cab shall be accomplished as follows.

NOTE: WHEN DUSTING AND CLEANING SHADES. THE WORKER SHALL WEAR CLEAN CLOTH GLOVES ON BOTH HANDS TO PREVENT ANY SMUDGING OF THE SHADES WITH FINGER PRINTS.

(A) Weekly: The bottom 12 inches of the shade is the area or part most susceptible to accumulated dust or other impurities and shall be dusted or cleaned once a week. The dusting or cleaning of each shade shall be accomplished back and front, using a soft cloth such as a chamois or diaper or similar material that has been dampened with a mild detergent (such as 409, Windex, etc.) or any similar type of plastic cleaner.

(B) Monthly: To prevent a cake type buildup on the shades and a loss of transparency, the entire shade shall be thoroughly cleaned at least once a month using methods described above.

(C) Cleaning procedures: (1) Tiny areas less than one square foot at a time must be cleaned in a circular motion. (2) Squirt cleaner onto shade, rub with soft cloth without crinkling or denting the shade, usually by pressing up against the window. If the worker is unable to clean the shades in their normal position, the shades shall be removed for cleaning. Extreme caution shall be used to prevent scratching, wrinkling, or otherwise damaging the shade. If so removed, each shade shall be returned to its original position. (3) Dry immediately with a paper towel. Some cleaners will milk up if allowed to dry on the shade.

21. TOWER CAB WINDOWS (OBSERVATION WINDOWS): Clean inside of cab windows with glass cleaner and paper towels. This requires standing on a ladder or console unit at heights up to 10 feet above cab floor level. Close coordination must be maintained with the air traffic controllers so as not to interfere with air traffic operations.